

Metropolitan Housing Trust Recruitment System

User Guide

Checking the status of a request

Checking the status of a job

The MHT recruitment system keeps a permanent record of all the jobs raised, which makes it easy for you to check on the status of an assignment whenever you want.

1. To check the status of a job, select the **Bank** tab from the menu bar on the top of your screen.
2. You are then taken to the **Bank** page (Figure 1).

Figure 1

Bank

Bank

Worker Request | Job Summary

Please select
Fen Road ~ 71 Fen Road,
Project Workers
Project Nurse
Senior Project Nurse

Job role : Not selected.

Please select a job from the list on the left.

3. Using the left-hand side box, select the **appropriate job title** you wish to check the status of. Please note that you will only ever be shown Bank job titles that are relevant to you, based on the system's establishment list (Figure 1).
4. You are then taken to the **Job Role** page (Figure 2).

Figure 2

Bank

Bank

Worker Request | Job Summary

Please select
Fen Road ~ 71 Fen Road, Project Workers
Project Nurse
Senior Project Nurse

Job role : Fen Road Project Workers

Scheme Region : Cambridgeshire
Address : 71 Fen Road, Chesterton, Cambridge CB4 1UN
ASHM : Alan Brown
Project Manager : Mary Moore
Deputy Senior : Andy Phelvin
Category : Care & Support
Job level : Level 3

Worker request for this role

Please complete the following information to help us complete your request.

Retrospective recruitment : ☐ Yes ☒ No

Date start of shift falls on : Thu 17th Nov 2011

Please enter a start time : 09:00

Please enter an end time : 17:00 or duration 08:00 hours.

Sleep In : ☐ Yes ☒ No

5. Select **Job Summary** from the menu bar across your page (Figure 2).

6. You are then taken to the **Job Summary** page (Figure 3).

Figure 3

The screenshot shows a web interface for a 'Bank' system. At the top, there's a navigation bar with 'Worker Request' and 'Job Summary' (selected). Below this, a sidebar on the left contains a dropdown menu with options: 'Please select', 'Fen Road - 73 Fen Road, s', 'Project Workers', 'Project Nurse', and 'Senior Project Nurse'. The main content area is titled 'Job role : Fen Road Project Workers'. It contains details for the 'Scheme Region : Cambridgeshire', 'Address : 73 Fen Road, Chesterton, Cambridge CB4 1UN', 'ASHM : Alan Brown', 'Project Manager : Mary Moore', 'Deputy Senior : Andy Phelvin', 'Category : Care & Support', and 'Job level : Level 3'. Below this is a 'Summary' section titled 'Displaying entries for November' and 'Showing 20 results'. It contains a table with columns: 'Start Date', 'Start Time', 'Hours', 'Status', and 'Filled By'.

Start Date	Start Time	Hours	Status	Filled By
07-11-2011	09:00	8.00	Filled	Joe Bloggs
07-11-2011	20:00	20.00	Live	TBA
09-11-2011	09:00	5.00	Live	TBA
10-11-2011	09:00	8.00	Live	TBA
14-11-2011	09:00	2.00	Live	TBA
14-11-2011	10:00	8.00	Live	TBA
14-11-2011	11:00	3.00	Live	TBA
15-11-2011	10:00	4.00	Live	TBA

7. The table labelled **Summary** details all the live assignments for the current month. There is information regarding each assignment's **start date**, **start time**, **hours**, which worker the job has been assigned to under the **Filled By** column (or a TBA notice indicating that a worker has yet to be assigned to the particular role).

The column labelled **Status** provides the status of the corresponding job.

8. To search the status of a particular job, identify the job by its start date, start time or hours and scroll through the table until you reach your required job.